

**CITY OF INVERNESS
DEPARTMENT OF DEVELOPMENT SERVICES
212 WEST MAIN STREET
INVERNESS, FL 34450
(352) 726-3401**

SIGN PERMIT APPLICATION CHECKLIST

- _____1. Proof of ownership of property where the sign is being placed.
- _____2. Owners affidavit signed by property owner giving permission for Sign Company to pull permit and do work.
- _____3. Copy of contract.
- _____4. Recorded Notice of Commencement if valuation is over \$2500.00.
- _____5. Completed permit application.
- _____6. Three sets of site plans showing all existing structures on property and proposed sign locations. Show setbacks if signs are free-standing.
- _____7. Three sets of sign plans showing signs with wording and dimensions, construction of signs along with method of fastening signs to structures.
- _____8. Three sets of building elevations if placing wall signs with dimensions of front face of building (height and width).
- _____9. If free-standing sign, submit appropriate engineering plans (three sets).
- _____10. If in Central Business District or on a historic building, sign must be approved by AARC before permitting.

NOTE: Your permit application will not be processed if any of the items listed above are incomplete or missing.

PERMIT IS REQUIRED FOR ALL SIGN WORK!

***ALL NEW SIGNS REQUIRE SEALED ENGINEERING & UL LISTING**